



# ***JOB OPPORTUNITY***

**CALIFORNIA STATE DEPARTMENT OF INSURANCE**

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## **PROPERTY CONTROLLER II**

**\$3,297 - \$4,125**

**ENFORCEMENT BRANCH HEADQUARTERS OFFICE  
SACRAMENTO**

**RESPONSIBILITIES:** Under the direction of the Unit Manager or designee, the Property Controller II serves as the lead of the Property Control Unit within the Enforcement Branch Headquarters (EBHQ). While following established policies, procedures and precedents, the incumbent performs complex property control and business management related functions within the Enforcement Branch Headquarters and works closely with 17 regional offices within the Branch (EBHQ, Fraud and Investigation Divisions) on a variety of property control functions including but not limited to asset management, inventory control, management of Branch's vehicle fleet, purchasing, processing invoices, and shipping and receiving; and exercises a high degree of initiative and independence in performing assigned tasks with a cooperative attitude and commitment to teamwork. Travel via public and/or private transportation (i.e. airplane, automobile, etc.) may be required. ***Background check, fingerprinting and a medical exam (ability to lift/move up to 50 pounds; and bend and kneel) is required. Free Parking! Close to Light Rail!***

### **DESIRABLE QUALIFICATIONS:**

- Knowledge of methods and practices in receiving, issuing, inspecting, recording, maintaining and reconciling inventory; accounting for and disposing of property and state records in accordance with applicable Government Code(s), the State Administrative Manual (SAM), and departmental policies and procedures;
- Knowledge of personal computer software programs and automated systems (i.e. Excel, Access, Word, and Outlook) and the Internet;
- Ability to work independently with minimal supervision, and exercise a high degree of initiative;
- Ability to follow oral and written instructions, analyze data and situations accurately and take effective action;
- Ability to communicate effectively both orally and in writing;
- Ability to make accurate arithmetical calculations;
- Ability to legally operate a motor vehicle;
- Possess strong interpersonal and organizational skills;
- Work well under pressure, with short deadlines, and changing priorities;
- Demonstrate sound completed staff work capabilities and critical thinking;
- Be dependable, possess tact and good judgment, and maintain a courteous and professional demeanor at all times.

4/21/14 EMC

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### **DO NOT SUBMIT APPLICATIONS TO CALHR**

**AN EMPLOYER OFFERING EQUAL EMPLOYMENT OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.**

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**WHO MAY APPLY:** Applications will be accepted from current State employees at the Property Controller II level, those within transfer range, or those with list eligibility. All applications will be reviewed; however, only the most qualified candidates will be interviewed. ***All applicants must clearly indicate the basis of their eligibility (i.e., SROA, surplus, reemployment, reinstatement, transfer, or list eligibility) on the state application.***

**APPLICATION PROCEDURE:** Please mail a completed standard [State Application STD 678](#) to Eva Crew, Department of Insurance, Human Resources Management Division, 300 Capitol Mall, Suite 1300, Sacramento, CA 95814. **PLEASE INDICATE “PC II, PSN # 413-189-1549-001” ON THE STATE APPLICATION.** APPLICATIONS RECEIVED WITHOUT THE ABOVE INFORMATION MAY NOT BE CONSIDERED FOR REVIEW. **DO NOT EMAIL APPLICATION.** Emailed applications will not be accepted. Applications must be postmarked by the final filing date to be considered. For additional information, please call (916) 492-3310 or email [eva.crew@insurance.ca.gov](mailto:eva.crew@insurance.ca.gov)

**FINAL FILING DATE:** May 2, 2014 by 5 p.m., Close of Business

**NOTE:** Interested individuals, including list eligible, must submit applications in order to be considered for this position. Possession of minimum qualifications will be verified prior to interview and/or appointment. If it is determined an applicant does not meet the minimum qualifications, the application will be forwarded to CALHR for review and the applicant's name may be removed from the eligibility list. If you are applying for more than one recruitment, a separate state application (STD 678) is required for each recruitment for which you would like to be considered.

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